

Chairman Reil, Selectman Schofield and Town Administrator Kimberly Newman are present in the Upper Town Hall, Mendon.

Chairman Reil called the meeting to order at 6:03 p.m. and led the pledge.

Ms. Newman explained she, BOS Chairman Reil, Finance Committee Chairman Merolli, Treasurer/Collector Hawkes and Interim Town Accountant Kinsherf interviewed four candidates for the Town Accountant position. Lisa Kelley was the top choice is and was in attendance tonight. Ms. Newman explained she has extensive experience as an Accountant but not as a Municipal Accountant. Consequently, she consulted with Mary Aicardi, Collins, Edward J. Collins, Jr. Center for Public Management, who recommended Ms. Kelly be placed at the bottom of the pay grade. She has requested an hourly salary of \$30.00. An hourly rate of \$30.46 was budgeted for FY17. The previous Accountant was being paid \$31.49 hourly at 32 hours per week. This is close to the current Grade M4 Step 11 rate. The current position would be 25 hours per week. Mr. Kinsherf explained he asked her specific accounting questions during the interview. She was the only candidate who answered all the questions correctly. She had read the municipal accounting manual prior to her interview. She has the aptitude and talent to transition to municipal accounting without a problem. Selectman Schofield asked how she has handled situations that are not black and white. She stated she had a situation with sales tax accounting regarding software. She consulted as a team to discuss the right approach for the company. Ms. Newman recommended an hourly rate of \$28.14. **Selectman Schofield made and Chairman Reil stepped down to second a motion to hire Lisa Kelly as the Town Accountant at a Grade M4 Step 5 effective May 23, 2016.** She will be working 25 hours per week. The Town Hall Contract specifies 18 hours per week. Ms. Newman will not change the hours without consulting the Board. **The motion carried unanimously.** Ms. Newman stated they will be a need for a Chapter 77 transfer for nine weeks so Mr. Kinsherf can transition responsibilities to Ms. Kelly. Ms. Kelly agreed to have consistent, weekly hours.

Ms. Newman explained she met with Highway Surveyor Tetreault regarding the applicants for the Equipment Operator/Laborer. Mr. Tetreault interviewed two finalists. Ben Niro was his top choice. Ms. Newman has confidence in the decision. Mr. Tetreault explained Mr. Niro has a lot of machinery experience although he doesn't hold a hoisting license. He is currently a mechanic, which would be an asset. He will also take emergency vehicle maintenance training. The background check has not come back yet. **Selectman Schofield made and Chairman Reil stepped down to second a motion to hire Ben Niro as an Equipment Operator/Laborer at a Grade H3 Step 1 effective May 24 pending positive background check. The motion carried unanimously.**

Selectmen agreed there was no need for an executive session.

Selectman Schofield made and Chairman Reil seconded a motion to adjourn the meeting at 6:23 p.m. The motion carried unanimously.

Respectfully submitted,



Diane Willoughby
Executive Assistant

Documents Discussed located in Town Administrator's Office:
Agreement between Public Employees Local Union 272 of the Massachusetts Laborers District Council of the Laborers International Union of North America, AFL-CIO on behalf of the Mendon Town Hall Employees and Town of Mendon July 2, 2015 to June 30, 2018